

INSIDE MAIL

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2015 JUL -8 PM 1:49

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Cornelius Queen
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 6/28/15 Return: 7/3/15
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington DC Destination: Vancouver, Fort McMurray + Montreal Return city: Montreal to DC
5. Sponsor(s) (who paid for the trip): Woodrow Wilson International Center for Scholars
6. Describe meetings and events attended: met US and Canadian border security, attended a briefing on US-Canada trade relationship, Alberta oil sands, and Canada's renewable energy sources.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: _____ DATE: 7/7/15

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Chris Van Hallen DATE: 7/7/15

SIGNATURE OF SUPERVISING MEMBER: _____

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Cornelius "Connie" Queen
2. Sponsor(s) (who will be paying for the trip): Woodrow Wilson International Center for Scholars
3. Travel destination(s): Vancouver, Fort McMurray, Montreal, Canada
4. a. Date of departure 6/28/15 Date of return: 7/3/15
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

Cornelius "Connie" Queen is Congressman Van Hollen's Legislative Assistant on trade. Canada and the United States share the world's largest trading relationship, and this trip will give Connie an opportunity to experience first-hand and learn more about various aspects of the US-Canada trade relationship.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 5/18/15

[Signature]
Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Woodrow Wilson International Center for Scholars
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒
If "c" is checked, list the names of the additional sponsors: _____
Carnegie Corporation of New York (see included Grantmaking Trip Sponsor Form)
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached list. All alumni of the Wilson Foreign Policy Fellowship Program were invited to participate.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: Sunday, June 28, 2015 Date of return: Friday, July 3, 2015
7. a. City of departure: Washington, DC
b. Destination(s): Vancouver; Fort McMurray; Montreal
c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐
If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

See attached response.

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: _____)
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____

June 28: < 83.25 USD; June 29: <119 USD; June 30: <92 USD; July 1: <93 USD July 2: <93 USD; July 3: <69.75

2) Provide reason for selecting the location of the event or trip: _____

See attached.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Fairmont Hotel Vancouver City: Vancouver Cost per night: Approx. 215 USD

Reason(s) for selecting: Convenience, availability below government rate, recommendation of Wilson Center Canada Institute staff

Hotel name: Chateau Nova City: Ft. McMurray Cost per night: Approx. 114 USD

Reason(s) for selecting: Convenience, availability below government rate, recommendation of Wilson Center Canada Institute staff

Hotel name: Embassy Suites Montreal City: Montreal Cost per night: Approx. 180 USD

Reason(s) for selecting: Convenience, availability below government rate, recommendation of Wilson Center Canada Institute staff

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	Approx. 1200 USD	Approx. 623 USD	Less than 542 USD
For each accompanying relative	N/A	N/A	N/A

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A


NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ *or*
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name:

Grayson Clary

Title:

Assistant to the Director, President & CEO

Organization:

Woodrow Wilson International Center for Scholars

Address:

1300 Pennsylvania Ave NW, Washington, DC 20004-3027

Telephone number:

202-691-4002

Email address:

grayson.clary@wilsoncenter.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

**Woodrow Wilson Foreign Policy Fellowship Program
Primary Trip Sponsor Form – Additional Responses
May 15, 2015**

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip.

The Wilson Center is the sole organizer of the trip. The Carnegie Corporation of New York funds the Foreign Policy Fellowship but plays no role in choosing participants, selecting the destination, or designing the itinerary.

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is the U.S.-Canada relationship; the itinerary will include a site visit to a border crossing, a site visit to the Canadian oil sands, and briefings on key bilateral policy issues, especially trade, energy, and security. Our goal is to promote a first-hand understanding of policy issues on the legislative agenda through exposure to the perspectives of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's mission to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Carnegie Corporation supports the Wilson Foreign Policy Fellowship Program with a grant, one of several Corporation grants aimed at educating Congressional staffers. The Carnegie Corporation shares the Wilson Center's interest in fostering bipartisanship in Congress, as well as in educating lawmakers on critical foreign policy issues.

15b. Provide reason for selecting the location of the event or trip.

Canada is one of the United States' closest allies; the two share the world's largest trading relationship, the world's largest integrated energy market, and a 4,000 mile border. The Wilson Center's Canada Institute—the only public policy program of its kind, dedicated exclusively to the bilateral relationship—is a key source of expertise on the issues shaping U.S.-Canada relations. With this trip, we aim to connect one of our unique programmatic strengths to urgent policy issues on the Congressional agenda.

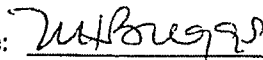
U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. I certify that (name of your organization): Carnegie Corporation of New York
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
☒ Yes ☐ No
2. Name of Primary Trip Sponsor: Woodrow Wilson International Center for Scholars
3. I certify that my organization (*complete a or b*):
 - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. or
 - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
(destination) _____ on (date) _____ that is
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent or
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 
Name: Nicole Howe Buggs Title: Associate Corporate Secretary & Director, Grants Mgmt
Organization: Carnegie Corporation of New York
Address: 437 Madison Avenue NY, NY 10022
Telephone number: 212/371-3200 Email: nb@carnegie.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

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Linda T. Sánchez, California
Ranking Member

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Trey Gowdy, South Carolina
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Kenny Marchant, Texas

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Yvette D. Clarke, New York
Ted Deutch, Florida
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

U.S. House of Representatives

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June 26, 2015

Mr. Cornelius Queen
Office of the Honorable Chris Van Hollen
1707 Longworth House Office Building
Washington, DC 20515

Dear Mr. Queen:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Canada, scheduled for June 28 to July 3, 2015, sponsored by Woodrow Wilson International Center for Scholars, and the Carnegie Corporation of New York.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$375] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

Mr. Cornelius Queen
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If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Charles W. Dent
Chairman



Linda T. Sánchez
Ranking Member

CWD/LTS:re



Wilson Foreign Policy Fellowship and
Canada Institute
2015 Congressional Staff Trip

June 28-July 3, 2015

SUNDAY, JUNE 28

PARTICIPANTS TRAVEL TO VANCOUVER

- | | |
|----------|--|
| 5:00 PM | DEPART WASHINGTON (FLIGHTS AVAILABLE FROM 3 AREA AIRPORTS) <ul style="list-style-type: none">• 5:10P UNITED BWI-ORD-YVR• 4:59 DELTA DCA-MSP-YVR• 5:08 UNITED IAD-ORD - YVR |
| 9:30 PM | ARRIVE VANCOUVER <ul style="list-style-type: none">• 9:37P BWI• 9:04P DCA• 9:37P IAD |
| 10:30 PM | HOTEL CHECK-IN |

MONDAY, JUNE 29

Focus: Border Security and Economic Expansion
Business Attire

- | | |
|-------------------|---|
| 7:30 AM | BREAKFAST AND DEPART HOTEL |
| 8:15AM - 11:00 AM | TOUR OF BLAINE, WA BORDER CROSSING
TOPICS OF DISCUSSION: <ul style="list-style-type: none">• SECURITY• TRADE FACILITATION• PRE-CLEARANCE• TRUSTED TRAVELERS |

LOCATION: CBSA/CBP FACILITIES AT BORDER CROSSING

WE CHOSE THE BLAINE CROSSING BECAUSE IT'S ONE OF THE BUSIEST LAND CROSSING BETWEEN CANADA AND THE UNITED STATES WITH A GOOD MIX OF CARGO AND PASSENGER TRAFFIC. IT'S ALSO ONE OF THE CLOSEST TO A MAJOR CANADIAN CITY WHICH MADE THE TRIP MORE EFFICIENT FOR TRAVELERS.

6:00PM

DINNER

WEDNESDAY, JULY 1

Focus: Travel Day
Comfortable Attire

9:20AM

DEPART FORT MCMURRAY

5:48PM

ARRIVE IN MONTREAL

7:00PM

CHECK INTO HOTEL

THURSDAY, JULY 2

Focus: Trade, Energy, & Culture
Business Attire

8:00 AM

BREAKFAST

9:00 AM

HYDRO QUEBEC

12:00PM

QUEBEC, THE NORTH AND THE WORLD

TOPICS:

PLAN NORD

NORTH AMERICAN TRADE

DISCUSSION WITH TRADE EXPERTS

- PIERRE MARC JOHNSON (CETA)
- JASON LANGRISH (CETA)

6:00 PM

DINNER

Friday, July 3

Focus: Border Security
Business Casual

8:00AM

Breakfast

10:00AM

Depart for Airport

Staffer Last Name	Staffer First Name	Office
Pham	Monica	Rep. Barbara Lee
Brooke	Francis	Rep. Andy Barr
Manion	Pat	Rep. Trey Gowdy
Yuen	Ava	Rep. Jim Langevin
Wagner	Rob	Rep. Richard Hanna
Cameron	Breanna	Rep. Emanuel Cleaver
Hodge	Matt	Rep. Austin Scott
Swing	Lauren	Rep. Rick Allen
Southerland	Josh	Rep. Evan Jenkins
Truong	Amanda	Rep. Janice Hahn
Kaminski	Lewis	Rep. Eliot Engel
Shmavonian	Livia	Rep. Jim Langevin
Piatt	Jenn	Rep. Brad Ashford
Schepis	Christopher	Committee on Homeland Security
Tharp	Andrew	Rep. Mo Brooks
Brooks	Wes	Rep. Ileana Ros-Lehtinen
Fundakowski	Jean	Rep. Julia Brownley
Queen	Cornelius	Rep. Van Hollen
Perry	Elisabeth	Sen. John Barrasso
Siracuse	Andrew	Sen. John Cornyn